

Weekly Report
14 Aug. 1957

1. Filing Equipment Review Project

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Reviewed, with [] 7 Requisitions for filing equipment and supplies. We received 7 requisitions for 7 units of equipment and 380 Remington Rand Classifile folders. Four of the requisitions are pending final approval.

2. BR Shelf File Project

A call direct to Remington Rand produced the following information:

- a. The shelving is due to arrive in Washington 15 August. (Remington Rand is furnishing CIA the names of the crew who will erect the shelving. []) 25X1
- b. Information was not available relative to the arrival in Washington of the tables with attached sorting racks.
- c. The File Carts with attached step are scheduled to be shipped from the factory this week. Delivery is problematical.
- d. The 3000 charge out folders are scheduled to be shipped 23 August.
- e. The File Guides have been in local Remington Rand Office since 27 June.

Guess

I believe that all of the Components will be delivered to CIA about the 1st of September. This will allow about 2 weeks for CIA to run recommend the required name checks and for Remington Rand to meet scheduled shipping dates.

3. IR and CI/OA Shelf Filing

Projects - Nothing significant to report

4. OL/Finance Registry Space Layout Project

In process of preparing proposal for office.
At this point plan includes:

- a. 7½ double faced sections of open shelf filing equipment, seven shelves high (ceiling clearance 7'3")
- b. 6 sections, steel shelving to provide storage space for records center boxes containing over-seas vouchers.

Points to be developed include:

- a. The selection of a folder to contain the vouchers on the shelves and
- b. Arranging with Supply Mgt to pay for shelving since we are not releasing filing cabinets back into supply channels.

Also to be located in the C wing, of Alcott Hall are
1 Supr. plus 5 clerks and 104 5 dr. filing cabinets.

News

Attended demonstration of Flex-o-Writer System for use by O.P. Demonstration held in Room 2420 Curie Hall on 14 August.

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Weekly Report (Vital Materials) for
Week Ending 14 August 1957

1. Microfilming of Vital Materials in the Office of Personnel has been completed. Filming in ORR/Geographic Division continues. This report is approximately 72% complete.

25X1 2. [] accompanied last week's trip to the Repository to inspect Vital Materials deposits of Personnel Office.

25X1 3. Installation of the Agency filing system in OSI/ELINT Staff has been delayed at the request of OSI. The delay was necessitated due to the absence of [] of ELINT Staff.

25X1 4. A meeting was held with [] ORR Area Records Officer to discuss the installation of the Agency filing system in ORR. [] was to clear this with the AD/ORR and let us know of approval and date to start.

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Weekly Report for Week Ending 14 August 1957
submitted by

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PROJECT STAFF

1. Project 8-3 - File Installation in OP/ICD/Casualty Affairs Branch. Installation completed. Revised file index typed by IAB Pool delivered to CAB. All material has been filed under new system. Work continuing on retiring closed case files by summer-only employee.
2. Project 8-10 - File Installation in OP/ICD, Office of Chief, Insurance and Claims Division. In progress.
Completed screening of 1953-1955 material from files of former C/ESD inherited by C/ICD after last office reorganization. 8/13/57 destroyed 1 cubic foot; retired 1 cubic foot to Records Center. Began preparation of file folders under new subject headings for 1957 material.


FORMS MANAGEMENT BRANCH

1. Suggestion #2601 - Evaluation submitted 8/14/57 recommending disapproval. (Travel Order Request Form). Completed.
2. SR Suspense Control Form - request for this new form withdrawn by originator. Action by FMB completed. Benefit: Prevented 2 new forms by recommending FE and SR use existing Agency forms.

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Weekly Report for Week Ending 14 August 1957
submitted by 

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PROJECTS - (Active)

Study of "Personnel-Type Vital Materials". Developed additional Facts, selected further information for the "Discussion" portion and gathered a few new Tabs for utilization in the study. Made a preliminary review of Office of Personnel deposits. The material deposited by each division of the Office of Personnel is being reviewed by ~~this~~^{their} Area Records Officer this week for the purpose of eliminating duplications and non-vital material. Scheduled to review examples of deposits of personnel type data from other offices on 16 August. Plan to meet with Office of Personnel ARO, early next week to discuss proposed revised Vital Material Schedules.


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Report for Week Ending 14 August 1957
from
RECORDS DISPOSITION BRANCH

1. Assignments:

a. Project 6-40 - Office of Central Reference []

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Certain items proposed for disposal on the schedule have been coordinated with State Department through [] Chief, Acquisition Branch, and are approved for destruction in accordance with the schedule. Other items are being prepared for coordination with the Audit Staff. Project is 99% complete.

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b. Project 6-95 - Office of Personnel []

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25X1 [] is on leave, however the Records Officer of Personnel is continuing the survey.

25X1 c. Project 8-7 - Sovmat Staff []

The revised Records Control Schedule has been approved and forwarded to the Staff for implementation. Project is complete.

d. Project 8-8 Office of National Estimates []

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25X1 The records control schedule is being revised to reflect the changes required. In several areas of ONE an active records program is being carried out and records are being maintained on an up to date basis. In those few areas where little action has been taken I am making an effort to have some of the files cut off and retired. No transfer of the National Estimates has yet been made but [] has agreed that transfer of the record set of National Estimates can be made during this survey. As soon as workload in the area permits the Estimates will be prepared for transfer to the Records Center. Project is 25% complete.

Three cubic feet of IAC files were transferred to the Records Center from the Planning Staff. These files will constitute the record set of IAC files through 1954. The new Secretariat has files dating from 1955. Additional files held by the Planning Staff are being prepared for transfer to the Center. These include the NSCID files and OIC records.

e. Project 8-9 General Counsel - []

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25X1 The records control schedule for the Office of the Chief has been revised. [] is conducting an inventory of the covert records and will forward the information when it has been assembled. Project is 25% complete.

2. News

25X1 At a meeting with [] ARO/ORR attended by []

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25X1 [] of this Staff, the installation of the Subject-Numeric file system in all elements of ORR was discussed. [] said that he would clear this proposal through the AD/RR and that he would notify us by next week. It was also brought out that a complete revision of their Records Control Schedules would be made during the installation period.

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Report for Week Ending 14 August 1957
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FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed 23 actions requiring the printing of 125,125 copies or sets of blank forms. This represents an increase of 4 actions with a decrease of 6,075 copies compared to last week.
- (2) Ten new and 4 revised forms were approved.
- (3) Disapproved Employee Suggestion No. 3106, suggesting the use of NCR paper in lieu of the one time carbon interleaved feature used in Form No. 218, "Pay Roll Change Notice". Savings resulting from the continuance of the carbon interleaved feature were estimated at over \$800.00 per year based on annual usage of 60,000 sets. The advantages of using NCR paper, while desirable, were not sufficient to justify the higher cost.

b. Intangible

- (1) Completed the evaluation of Employee Suggestion No. 2601 suggesting the development of standard "Request for Travel Order". It was recommended that this suggestion not be approved because differing procedures within the Agency do not now lend themselves to use of the common form.
- (2) Request for "SR Suspense Control Form" was withdrawn by the office of primary interest following its return by FMB recommending use of an existing Agency form. RI, after restudy, decided that the present mechanized controls over mail obviate any need for the proposed form.
- (3) Met with Messrs [] SD/OL and Security/OL on the Forms Supply Catalog Security Classification Problem. It was initially agreed that Security/OL would refer the problem to the Policy Staff/OS for decision. Later it was decided to discuss the problem with Mr. [] of Mr. Hulicks' office.
- (4) Evaluation of Suggestions # 2957 and 3043. Recommended further referrals
- (5) Reviewed proposed [] Manual for Security of Areas, Offices and Buildings and recommended several modifications.
- (6) An inventory of forms used in the VM Repository revealed 5 unauthorized forms. Steps are being taken to standardize and control them. A similar check is being made of the Records Center.

2. Assignments:

a. Active

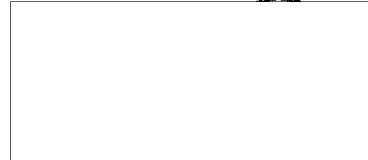
- (1) Sixteen new and 6 revised forms
- (2) Revision of Form No. 30
- (3) Forms Management Handbook, including Forms Indexes.

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3. News

General Cabell has approved our staff study proposing an \$8,000.00 award to the 4 employees who improved the TD System. The proposed award is now being cleared with the Civil Service Commission.



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